



# **Request For Statement of Qualifications For On-Call Professional Services Urban Stormwater Management Consulting Services**

**July 3, 2006**

## **1. SUMMARY**

- 1.1. Request For Statement of Qualifications (SOQ): The City of Greensboro Stormwater Division of the Water Resources Department, is hereby inviting SOQs from qualified Consultants, with proven experience and expertise, to provide professional engineering, environmental, and related services in **Urban Stormwater Management** to support the City through an "on-call" contractual relationship.
- 1.2. Internet Web Site for More Information: This document may be viewed and downloaded in PDF format from Stormwater's Internet Web Page under **Featured Links** at:  
<http://www.greensboro-nc.gov/Departments/Water/stormwater/>
- 1.3. Period and Terms of Contractual Agreement: City Stormwater is interested in obtaining the professional services of one or more consulting firms to provide support for various Stormwater Management and related projects for a period of three (3) years. Master contractual agreements are anticipated to begin in November 2006 and expire in November 2009. Specific projects would be authorized under a supplemental letter scope of service agreement with a properly negotiated fee. Selection of a consultant by the City in response to this Request does not guarantee that professional services will be required. The City also maintains sole discretion in assigning projects, if any, to selected consultant(s) throughout the three-year period. The Stormwater Management Program may renew its Request for Statement of Qualifications for On-Call Consultants following the initial three-year period, as necessary.
- 1.4. Qualifications-Based Consultant Selection Process: City Stormwater's Professional Service Consultant Selection Process is Qualifications-Based.
- 1.5. City of Greensboro M/WBE Program: The City of Greensboro encourages participation of certified M/WBE firms in Professional Service Contracts. It is the intent of this program to widen opportunities for public participation, increase competition, and to ensure the proper and diligent use of Public Funds. All submitting firms should note the requirements of the City's M/WBE Program as it relates to professional services. Specific inquiries regarding this program should be directed to Mr. Bobby Baskins of the M/WBE Office, at (336) 373-2674.
- 1.6. Due Date: SOQs in response to this Request are due to the City **no later than 12:00 PM, Thursday, August 10, 2006**. Earlier responses are welcome and appreciated.

## 2. ENVISIONED SCOPE OF CONSULTANT SERVICES

Scope of Consultant's Services: The Scope of Consultant's Services, as currently envisioned by the City, would include but not be limited to the following potential areas of work. Consultants are requested to highlight their expertise and experience in these and related areas of Urban Stormwater Management. Professional services to be provided by the selected consulting firm(s) may generally be as follows:

- Surveying and field services as needed. This could include engineering surveying, property research and surveying, right-of-way surveying, and hydrographic surveys. Both traditional and GPS surveying methods would be included. Preparation of plats suitable for recording may be required for some projects.
- Engineering analysis, design, and construction plans and specifications as related to municipal stormwater management projects. This may include designs for stream stabilization / restoration projects, traditional and innovative storm sewer system design, culvert and/or bridge retrofits, energy dissipators, low dams, traditional and innovative Best Management Practices (BMPs), and other stormwater management projects. Preparation of estimated quantities and project construction cost estimates would be included in this task.
- Field identification and delineation of streams and wetlands as needed. Analysis, design and construction plans and specifications for stream stabilization and restoration projects, using innovative techniques where possible.
- Engineering design and construction plans and specifications for small structural design projects related to stormwater management, such as retaining walls, culverts, water-control structures, innovative urban BMPs, etc. Geotechnical work may be needed for certain projects and expertise in that area should also be addressed.
- Preparation of contract bid documents and management of the bid process for stormwater improvement projects. Consultants should demonstrate an understanding of the City of Greensboro's Construction Bidding Process. Construction observation may also be required for some projects.
- Support the City in the FEMA flood insurance program, floodplain management, and related applications at the local level. This may include preparation and review of Letters of Map Revision and Elevation Certificates.
- Geographic Information Systems (GIS) services including enterprise architecture design, GeoDatabase design, GIS application development, and related information technology services. The Stormwater Management Division focuses on ESRI-based GIS products (ArcGIS 9.x) and the MS SQL Server RDBMS. Consultants specializing in this area or offering these services should demonstrate their expertise in ESRI-based products, including innovative web technologies, and IT applications that can be enhanced by GIS functionality, including ESRI's ArcObjects, Microsoft Visual Basic (VB) and Visual Studio .NET™.
- Water quality modeling relevant to urban stormwater management. Consultants should demonstrate their experience and expertise in the areas of TMDL development and modeling applications, as well as pollutant fate and transport applications.
- Preparation of required regulatory permit/certification applications, including supporting engineering and environmental documentation. This area may include requirements pursuant to Section 401 and 404 of the Clean Water Act, the State Environmental Policy

Act, the State Erosion & Sedimentation Control Act, and other laws and regulations applicable to stormwater and surface water resources related projects.

- Preparation, in partnership with the City, of applications for potential public grant and/or private agency funding for implementation of various stormwater-related projects. Experience in working with the State's Clean Water Management Trust Fund and related grant funding agencies will enhance the merits of the SOQ.

### 3. COMMERCIAL

- 3.1. Insurance Requirements: Any contract entered into as a result of this Request will require the Contractor (Consultant(s) selected for the contract) to obtain and maintain certain minimum insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent Contractors hereunder, shall be fully responsible for providing Worker's Compensation, General Liability, Professional Liability, and Automotive Liability coverages. The successful proposer(s), if any, must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in North Carolina or be named on the List of Authorized Insurance maintained by the NC Department of Insurance), policy number, and liability coverage and amounts.

### 4. SOQ SUBMITTAL REQUIREMENTS

- 4.1. General: Please submit one original and three copies of your SOQ in a sealed envelope or package, to be received by the City **no later than 12:00 PM, Thursday, August 10, 2006** to the attention of:

**Michael Borchers, PE**  
**City of Greensboro Stormwater Division**  
**2602 South Elm-Eugene Street**  
**Greensboro, North Carolina 27406**

In the interest of fairness to all the Consultants submitting Qualification documents and to allow for the City's timely review, SOQs received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All SOQs received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission of SOQs is welcome and appreciated.

- 4.2. SOQ Organization: To facilitate the City's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following:

- A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- Table of Contents, with page numbers
- Information on the following topics:

Executive Summary: Should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the Executive Summary to one page.

Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in

response to this Request. Also include information on any proposed sub-consultants. Please note which team members were involved in referenced projects. Please include an approximate dollar amount (professional service fee and construction cost, if applicable) and time period involved in referenced completed or current projects. Also highlight any projects performed for the City of Greensboro during the past 10 years.

Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the successful completion of projects in partnership with City Stormwater. Please include brief resumes of the project team members. Also, please identify the project manager or project managers and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on projects for the City. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with City Stormwater. Also describe your quality control methods.

Terms and Conditions of the Contract: The City proposes to use a standard City of Greensboro contract for professional consulting services. This information will be provided to the selected consultant(s) during contract and scope negotiations. Should the Consultant have any special or unusual contract conditions or limitations, the City should be advised of these in this section of the SOQ. Also note your understanding of and commitment to the City's M/WBE program.

References: Please provide the name, telephone number, and address of at least **three references** in organizations for whom your firm provided professional services on projects similar to this Request and whom the City of Greensboro may contact regarding your firm's performance on their projects.

If the Consultant wishes to submit additional information in support of or to strengthen the SOQ, such information may be submitted separately in Appendices. **SOQs must be limited to no more than 25 pages, excluding the cover page, cover letter, table of contents, resumes, and section dividers.**

## **5. SELECTION OF CONSULTANT / CONTRACTOR**

- 5.1. General: This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected Contractor, if any, to participate in negotiations of the fees for the project and to submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its own work force. The City also reserves the right to issue future Request For Proposal (RFP) and solicit responses from firms not selected as part of this process.
- 5.2. Qualifications-Based Selection Criteria: SOQs/Proposals are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any potential Contractors during the selection process. Should the City see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process. The selection criteria are as follows:
  - Responsiveness to the City's Request (dated July 3, 2006)
  - Relevant experience, expertise, and qualifications of the firm and project team members

- Comments on Consultant's performance on previous projects by the References provided by the Consultant
- Project management (strength and experience on similar projects)
- Overall technical capabilities within Urban Stormwater Management
- Familiarity with the standards and requirements of the City of Greensboro for construction plans, specifications, and bidding
- Track record in delivering quality professional services in a timely manner for the City of Greensboro on past projects
- Demonstrated commitment to the City's M/WBE Program for professional services
- Information obtained through interviews with short-listed consultants, if applicable
- Any special or unusual Terms and Conditions for the contract.

5.3. Schedule for the Selection Process: The following is the anticipated schedule for the Consultant(s) selection process:

<u>Item</u>	<u>Date</u>
City of Greensboro issues RFQ	July 3, 2006
Completed SOQs due to City of Greensboro Stormwater Management Division, 2602 South Elm-Eugene Street	Must be received by City no later than 12:00 PM, Thursday, August 10, 2006
City review of SOQs and Selection of Short List of Qualified Consultants, if applicable	August 14 - 25
Interviews with potential Qualified Consultants, if needed	August 28 – September 1
City selects Most Qualified Consultant(s)	On or before September 27
Submittal of complete and signed Master Contract documents by the selected Consultant(s) to the City	On or before October 13
City final approval of Master Contract(s)	November 3, 2006